

# Retention and Classification Report

**Agency:** Sterling (Utah) (1124)

Town Hall  
110 West 100 North, P.O. Box 650069  
Sterling, UT 84665  
435-835-1799

## **Records Officer**

27357 Agreements and policies  
11520 \*Birth registers  
27358 \*Community development plan  
27334 Council minutes  
11521 \*Death registers  
27356 Ordinances and resolutions  
27355 Planning and Zoning Committee minutes

**AGENCY:** Sterling (Utah)

**SERIES:** 27357

1

**TITLE:** Agreements and policies

**DATES:** 1975-

**ARRANGEMENT:** Subject

**DESCRIPTION:**

This series includes agreements and policies between Sterling and individuals and/or groups. Agreements cover the sale of property, water use, land use, and utilities. Policies relate to annexation and public works (street construction).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently and then microfilm.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal Historical Legal

The Sterling Town agreements and policies have ongoing administrative, fiscal, legal, and historical (research) value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Sterling (Utah)

**SERIES:** 11520

3

**TITLE:** Birth registers

**DATES:** 1908-1945.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Births in each registration district in the state were recorded by the local vital statistics registrar, as required by state statute ("Laws of Utah, 1905," chapter 120).

Holdings: (1) 22 January 1908 to 1 September 1913, (2) 13 November 1913 to 26 November 1921, (3) 1 February 1922 to 23 February 1939, and (4) 5 November 1939 to 3 April 1945.

The certificate of birth contains the following information:

(1) place of birth, (2) full name of child, (3) sex, (4) whether a twin, triplet, or multiple birth, (5) whether legitimate or illegitimate, (6) full name of father, (7) father's residence, (8) father's color or race, (9) father's birthplace, (10) father's age at last birthday, (11) father's occupation, (12) mother's maiden name in full, (13) mother's residence, (14) mother's color or race, (15) mother's birthplace, (16) mother's age at last birthday, (17) mother's occupation, (18) number of child of this mother and number of children of this mother now living, (19) certificate of attending physician or midwife as to attendance at birth, and (20) exact date of filing in office of local registrar, attested by his official signature and registered number of birth.

Certificates were to be written legibly in unfading ink.

**RETENTION:**

Retain Permanent. Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AGENCY:** Sterling (Utah)

**SERIES:** 11520

**TITLE:** Birth registers

(continued)

**FORMAT MANAGEMENT:**

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Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

Birth records are vital records. To the extent that these are not duplicates, they should be kept permanently.

**PRIMARY CLASSIFICATION:**

Private Birth records are private for 100 years from date of birth.

**SECONDARY CLASSIFICATION(S):**

Public. Those entries over 100 years are public.

**AGENCY:** Sterling (Utah)

**SERIES:** 27358

3

**TITLE:** Community development plan

**DATES:** 1989.

**ARRANGEMENT:** subject

**DESCRIPTION:**

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (UCA 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (UCA 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 8.

**AUTHORIZED:** 01/05/2010

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently and then microfilm.

**AGENCY:** Sterling (Utah)

**SERIES:** 27358

**TITLE:** Community development plan

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

The historic nature of the community development plans have research value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Sterling (Utah)

**SERIES:** 27334

3

**TITLE:** Council minutes

**DATES:** 1946-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 01/04/2010

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

**AGENCY:** Sterling (Utah)

**SERIES:** 27334

**TITLE:** Council minutes

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Regional Repository permanently.

**APPRAISAL:**

Administrative Historical Legal  
Minutes have permanent value.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Sterling (Utah)

**SERIES:** 11521

3

**TITLE:** Death registers

**DATES:** 1908-1944.

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

Deaths in each registration district in the state were recorded by the local vital statistics registrar, as required by state statute ("Laws of Utah, 1905," chapter 120).

Holdings: (1) 8 January 1908 to 26 November 1919, and (2) 25 February 1920 to 31 December 1944.

The certificate of death contains the following information: (1) place of death, (2) full name of decedent, (3) sex, (4) color, (5) conjugal condition (single, married, widowed, or divorced), (6) date of birth, (7) age in years, months, and days, (8) place of birth, (9) name of father, (10) father's birthplace, (11) mother's maiden name, (12) mother's birthplace, (13) occupation, (14) signature and address of informant, (15) date of death, (16) statement of medical attendance of decedent, fact and time of death, including the time last seen alive, (17) cause of death, including the primary and immediate causes, and contributory causes or complications, if any, and the duration of each, (18) signature and address of the physician or official making the medical certificate, (19) special information concerning death in hospitals and institutions and persons dying away from home, including the former or usual residence, length of time at place of death, and place where disease was contracted, (20) place of burial or removal, (21) date of burial or removal, (22) signature and address of the undertaker or person in charge of the funeral, and (23) official signature of the registrar with date when certificate was filed and registered number.

Certificates were to be written legibly in unfading ink.

**RETENTION:**

Retain until reviewed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AGENCY:** Sterling (Utah)

**SERIES:** 11521

**TITLE:** Death registers

(continued)

**FORMAT MANAGEMENT:**

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Paper: Retain in State Records Center until reviewed and then destroy.

**APPRAISAL:**

Historical

These records are duplicated in series 81448 and therefore have been destroyed.

**RETENTION JUSTIFICATION:**

These are duplicates of the death certificates in Series 84118, death certificates for Sanpete county. Unnecessary duplication.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Sterling (Utah)

**SERIES:** 27356

3

**TITLE:** Ordinances and resolutions

**DATES:** 1934-

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 01/04/2010

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**AGENCY:** Sterling (Utah)

**SERIES:** 27356

**TITLE:** Ordinances and resolutions

(continued)

These are duplicates of the death certificates in Series 84118, death certificates for Sanpete county. Unnecessary duplication.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Sterling (Utah)

**SERIES:** 27355

3

**TITLE:** Planning and Zoning Committee minutes

**DATES:** 2006-

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:**

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/13/2015

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in State Archives permanently with

**AGENCY:** Sterling (Utah)

**SERIES:** 27355

**TITLE:** Planning and Zoning Committee minutes

(continued)

authority to weed.

**APPRAISAL:**

Administrative Historical Legal  
Minutes have permanent value.

These are duplicates of the death certificates in Series 84118, death  
certificates for Sanpete county. Unnecessary duplication.

**PRIMARY CLASSIFICATION:**

Public